

**SECRET**

Misc. - 35

25 June 64

JAP

JWC

Subject: Quarterly Progress Review, [REDACTED]

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## REQUIREMENT

1. In accordance with the provisions of the subject contract, the customer requested that the Quarterly Progress Review of Contract be held in the contractor's facility during the week of 8 June 64.

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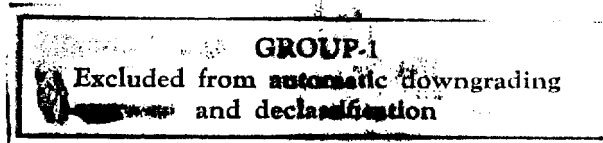
## PERSONNEL PARTICIPATION

2. Customer: The following personnel visited the contractor's facility on the dates indicated to discuss PARs as listed for each customer representative:

- a. [REDACTED] 9, 10, 11 June 64  
(Administrative Matters)
- b. [REDACTED] 8 & 9 June 64  
(PARs 202, 206, 207, 213, 214, 215 and 224)
- c. [REDACTED] 10 and 11 June 64  
(PARs 212, 216 and 217)
- d. [REDACTED] 11 June 64  
(PAR 222)
- e. [REDACTED] 11 June 64  
(PARs 225 and 226)
- f. [REDACTED] 11 June 64  
(PAR 211)

3. Contractor: Contractor personnel listed below were scheduled and participated in PAR reviews only as required. This resulted in a minimum loss of production effort.

- a. [REDACTED]  
b. [REDACTED]  
c. [REDACTED]

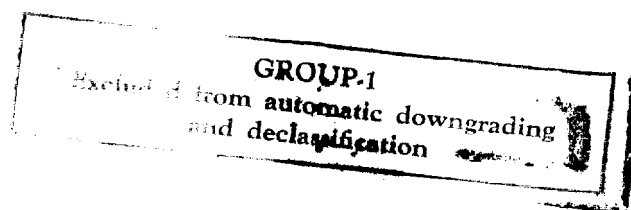
**SECRET**

**SECRET**

Misc. - 35

25 June 64

25X1



#### DISCUSSION

4. Although the complete quarterly report could not be published in sufficient time to meet the customer's review dates, PAR reports were completed and copies furnished customer representatives for use during all discussion periods.

5. The agenda suggested by the customer and outlined in paragraph 2 proved to be very effective and review was accomplished far more efficiently than the review held on 3 - 4 Feb 64.

6. Detailed discussions were held with customer and contractor engineers on each PAR selected for reviewing and reports covering these discussions are attached. In addition to those PARs cited for review (paragraph 2) PARs 203 and 209 were also discussed. In general, customer representatives indicated satisfaction on the technical progress made since the 3 - 4 Feb 64 contract review meeting.

7.  gave verbal approval to proceed on PAR 203. This to be followed by formal approval from the contracting officer although total estimated expenditure places PAR in the minor category.

8. Approval of PARs 204 and 205 is being delayed pending final agreement and standardization, within other government agencies, of the chip format. The customer indicated that every effort is being made to accomplish standardization and forward approval to proceed at an early date.

9. It was suggested that the contractor prepare and provide the customer with a list of specifications for acquisition films (color) to serve as an equipment limitation's guide. It was agreed that the list might serve to cover

**SECRET**

**SECRET**

25 June 64

the time gap until new acquisition's systems are available. The customer indicated the need for negative information to prevent waste of time on dead-end approaches.

10. As reported in the Quarterly Report of 1 June 64, PAR 226 was concluded with Mission 4006. [ ] was informed that total expenditures under Contract [ ] All other charges for Analysis of Photographic Images to Evaluate System Performance will be to PAR 25, Contract [ ]

11. New and/or Changes in Requirements:

a. During PAR 215 review, the processor specifications were revised deleting the requirements for cassette feed and to process continuous strip material. In view of this, PAR cost must be re-estimated and changes in funding requirements reported to the contracting officer. This may decrease the additional factory cost of [ ] requested in the Quarterly Report dated 2 Mar 64.

b. During review of PARs 214 and 215, it was brought to [ ] attention that to insure compatibility of the processors with the customer's facility would require information on available electrical service. [ ] stated that he believed it to be 120/208 volt, 3 phase, 4 wire, but was not sure. He indicated he would confirm this and furnish the required data on return to his home station.

c. Briefing Aids:

(1) The customer requested that the contractor prepare and furnish briefing boards (20 x 24 inches) and slides (3 1/4 x 4 inches) covering progress being made on each PAR. It was also requested that color be used, as required, to make all briefing aids as attractive as possible. Briefing aids should be produced on the following PARs and in the quantities as indicated as soon as possible: *John P. has designated another Standard (24" x 30" I think - please check on this)* *has a copy of the MOC standard written by Pub Dir RSD.*

- (a) PAR 202 - Two boards and slides.
- (b) PAR 213 - A series of boards and slides.
- (c) PAR 214 - Two boards and slides.
- (d) PAR 215 - Two boards and slides.
- (e) PAR 224 - Two boards and slides.

**SECRET**

-3-

GROUP 1

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~~SECRET~~

Misc. - 35

25 June 64

It is the customer's desire that each briefing be brought up to date by the addition of new briefing items as progress is made on each PAR.

(2) It was agreed that cost for production of briefing aids would be charged to each PAR and additional funding for this purpose would be approved if necessary.

12. Fiscal:

a. [ ] expressed concern regarding:

- (1) Expenditures of funds on PARs 204 and 205.
- (2) Large expenditures for guards and security.
- (3) Increase in funding requirements on some PARs.

b. It was pointed out that although not formally approved, expenditure of funds on PARs 204 and 205 have been in accordance with informal approval ( 3 - 4 Feb 64 conference) and in the minor category pending submission of revised PARs 204A and 205A and subsequent approval.

c. It was explained that guard and security charges were a percentage of total guard and security costs for maintaining the secure facility in accordance with Project Headquarter requirements. It was also pointed out that other charges (i.e., Adm., Monthly and Quarterly Report Publication, etc.,) were included with the guard and security for billing purposes.

[ ] requested a footnote be added to the Fiscal Summary in way of explanation in all future reports.

d. As best as could be determined, increased funding requirements questioned by [ ] were caused by re-estimating in accordance with revised PARs submitted as requested by the 3 - 4 Feb contract review board. [ ] gave every indication that funding and expenditures are being closely checked and that changes will require satisfactory explanations.

e. It was noted that PAR 210 was exceeding the estimated cost of [ ] was informed that PAR 210 will be complete on/or about 1 July 64 and should not exceed a total expenditure of [ ]

f. In view of the above, it was agreed that for those PARs requiring additional funding, to bring approved funding to the estimated cost

~~SECRET~~

-4-

GROUP 1

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Misc. - 35

**SECRET**

25 June 64

figure, the contractor would summarize requirements in a message to the Contracting Officer for formal approval.

12. FY-65 Budget: The FY-65 Budget, as submitted, was reviewed. Although [ ] indicated that [ ] had some doubts on (1) or two of the items, it was agreed that the contractor would prepare and submit PARs for consideration on all items.

#### ACTION ITEMS

##### 13. Customer Action:

- a. Confirm verbal approval of PAR 203 by message.
- b. Approve additional funding [ ] for PAR 214.
- c. Arrange briefing at customer's facility for contractor personnel on the equipments, processes and techniques used for mensuration purposes. (Required for Part 3, PAR 211) Customer to inform contractor of acceptable dates. (Action - [ ])
- d. Furnish data on available electrical service at the customer's facility. Data needed to proceed on design of processors on PARs 214 and 215.
- e. Customer action is still required on the following PARs:
  - (1) PAR 203, Rapid Access Printer
  - (2) PAR 204, Contact Chip Printer
  - (3) PAR 205, Precision 4X Enlarger
  - (4) PAR 207, Contact Printer Study
  - (5) PAR 220, Static Electricity for Film Hold Down

NOTE: Actions required by paragraph 13a and b above have been accomplished by Hq message 9046 dated 18 June 64.

##### 14. Contractor Action:

- a. Reaccomplish estimate on PAR 215 in accordance with the agreements reached on 8 June 64 (see paragraph 11a) for forwarding to the contracting officer on the earliest possible date (Action - D & E Group and Government Contracts).

**SECRET**

GROUP  
automatic de-  
classification

25 June 64

~~SECRET~~

b. Confirmed by message requirement changes requested by the Project Engineer on the roller transport processor (24-inch), PAR 215. Changes requested will limit processing capability to cut sheet operation only eliminating requirement for cassette feed and wind-up stand. (Action - Contract Monitor.)

c. Assign job numbers to each applicable PAR for production of briefing aids (Action - Contract Monitor and the Administration Support Group).

d. Prepare sketches with textual data of suggested briefing items and submit for Department Head review and approval. (Action - Each Responsible Group.)

e. Prepare and forward to the customer a list of color acquisition films with specifications to serve as acquisition equipment limitation guide (PAR 212). (Action - PITA Group. List to be forwarded no later than 31 July 61.)

f. Review total contract funding requirements and prepare message citing additional funds required, by PAR, for forwarding to the contracting officer at an early date. (Action - Contract Monitor and Government Contracts.)

g. Prepare PARs on all FY-65 budget items  for submission to the customer in early FY-65. Desired completion date is 25 July 64. (Action - Contract Monitor and Each Responsible Group.)

25X1

h. Follow up on paragraph 13c if data is not received within 30 days. (Action - Contract Monitor and Contractor Engineer).

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LEW:MSS

## Attachments:

1. Conf. Rpt., PARs 202 and 224
2. Conf. Rpt., PAR 203
3. Conf. Rpt., PARs 206 and 207
4. Conf. Rpt., PAR 209
5. Conf. Rpt., PAR 211
6. Conf. Rpt., PAR 212
7. Conf. Rpt., PAR 213
8. Conf. Rpt., PARs 214 and 215
9. Conf. Rpt., PARs 216 and 217
10. Conf. Rpt., PARs 222
11. Conf. Rpt., PAR 225
12. Conf. Rpt., PAR 226

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